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DESCRIPTORS Academic Libraries; *College Libraries; Higher Education; *Information Seeking; *Library Guides; *Reference Materials; Researchers; *Resource Materials

ABSTRACT

This group of six library guides, designed to introduce the student to some of the bibliographical tools available in various subject areas at the Folger Library, is not intended to be a complete listing, but rather a selective introduction to the many sources of information available to the beginning researcher. Information is provided on the use of the card catalog, Library of Congress subject headings, call numbers, and Dewey Decimal Classification related to the specific topic being presented. The researcher is further directed to atlases, bibliographies, biographical sources, dictionaries, dissertations, government publications, handbooks, indexes and abstracts, manuscripts, microforms, newspapers and periodicals, style manuals, audiovisual sources, yearbooks, and other reference materials. Subjects included in this group are Communication and Rhetoric, Communication Disorders, Economics, Forestry and Wildlife, Information on Women, and Social Welfare. (RAA)

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Guide to Sources: COMMUNICATION AND RHETORIC, COMMUNICATION DISORDERS, ECONOMICS, FORESTRY AND WILDLIFE, SOCIAL WELFARE AND INFORMATION ON WOMEN

University of Maine at Orono. Raymond H. Fogler Library

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Clara K. Flower

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

James C. MacCampbell

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

I2008444

UMO

GUIDE TO SOURCES: COMMUNICATION AND RHETORIC

This guide is a highly selective introduction to the many sources of information in Communication and Rhetoric that are available in Fogler Library. It is by no means a complete list. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

BOOKS AND THE CARD CATALOG

The card catalog, located on the first floor opposite the Circulation/Reserve Desk, is a general index to the Library's book collection. In it books are listed alphabetically by *author*, *title*, and *subject*.

Subject Headings

Library of Congress Subject Headings is a guide to the headings used in the card catalog. A Reference Librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies of these volumes are located at the card catalog and in the Reference Room.

Some subject headings for Communication and Rhetoric

CHILDREN - LANGUAGE	INTERVIEWING	RHETORIC
COMMUNICATION - (sub-heading)	MASS MEDIA	SMALL GROUPS
INTERPERSONAL COMMUNICATION	ORAL COMMUNICATION (sub-heading)	SPEECH

CALL NUMBERS AND CLASSIFICATION

Call Numbers

Most of the books in Fogler Library are classified in the Library of Congress system based upon letter and number combinations. A few, however, are classified under the Dewey Decimal System used prior to 1967. The latter books, though older, may still be useful. An example of each Classification is shown below.

Library of Congress

PN	Class
4121	Subclass
C66	Derived from author's name

Dewey Decimal

612.78	Class and Subclass
L138	Derived from author's name

There are also call numbers with special designations and symbols.

Film	Univ. Coll.	J		Index	Maine
D524	1910	612	PN	P	LC
	Ea 84	Sh 82h	6122	87	1046
			C55	M3	M2C6

RAYMOND H. FOGLER LIBRARY

CALL NUMBERS AND CLASSIFICATION (Cont.)

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area.

Copying the entire call number as it appears on the catalog card will facilitate locating the material in the Library. Large yellow charts near the card catalog give the location of books bearing these numbers and designations.

Some LC Classifications for Communication and Rhetoric

Debate	PN 4181
History and Criticism	PS 400
Interpersonal Communication	PN 4121
Interviewing	BF 637 (Applied Psychology) HF 5549.5 Personnel Mgmt.
Language & Languages - origin	P 115
Language & Linguistics	P 29
Oral Interpretation	PN 4145
Rhetoric	P 301, PN 170-175
Speech development in Children	LB 1139
Speeches, addresses, etc.	PS 662, PN 6122

REFERENCE TOOLS

Bibliographies, biographical guides, dictionaries, directories, encyclopedias, handbooks, stylebooks, and yearbooks are specialized reference tools which can be used in a variety of ways. Representative titles are listed below with brief annotations. Most of them may be found in the Reference Room.

BIBLIOGRAPHIES

Ref Z 6514 S7 B5
Bibliographic Annual In Speech Communication. vol. 1-5, 1970-1974.
N.Y. Speech Communication Association. 1975.
A record of graduate work in speech communication, providing abstracts of doctoral dissertations and also specialized bibliographies.

Ref Z 1002 B87
Brockett, Oscar et al. A Bibliographical Guide to Research In Speech and Dramatic Art. 1963.
In three main parts. (1) general guides and reference works, (2) guides and reference sources in the field of speech and dramatic arts; and (3) reference works in related areas.

Ref Z 7007 075 H46
Hewes, Gordon W. Language Origins: A Bibliography. 2nd. Rev. and enl. ed.
2 vols. 1975.
Includes works on the origins of language and related topics.

Ref Z 7161.5 K75
Kruger, Arthur N. Argumentation and Debate; A Classified Bibliography.
2nd ed. 1975.
A comprehensive, classified bibliography of books and articles in English, primarily of the 20th century. Covers all phases of debating. Includes master's and doctoral theses.

BIBLIOGRAPHIES (Cont.)

Ref AI 3 S85
Sutton. Speech Index. 4th ed. rev. & enl. 1966. Suppl. 1966-1970. c.1972. Supple. 1971-1975 by C. Mitchell, c.1977.
Indexes 259 collections of famous orations and speeches 1935-1975.

PN 4121 T512 (Stacks)
Thompson. Quantitative Research in Public Address and Communication. 1967.
Summarizes and evaluates quantitative research papers published in 9 leading speech Periodicals from their first issues through 1964. Indexed by author and subject.

DICTIONARIES

Ref PE 1630 B3
Barnhart Dictionary of New English Since 1963. 1973.
Covers terms and meanings which have come into use from 1963-1972.

Ref P 29 H34
Hartmann, R. and F. Stork. Dictionary of Language and Linguistics. 1972.
Explains new terms and also relates new approaches and concepts to traditional grammatical terminology. Also includes production and transmission of speech sounds.

PE 3727 L8 M3
McCulloch. Woods Words: A Comprehensive Dictionary of Loggers Terms. 1958.
4,000 words and phrases used in logging camps.

Ref PE 3721 P3
Partidge, Eric. Dictionary of the Underworld. 1961.
The vocabularies of crooks, beggars, tramps, racketeers, etc.

Ref P29 P39
Pei, Mario. Glossary of Linguistic Terminology. 1966.
For beginner and advanced student. Includes more involved and technical terms and definitions in the field of linguistic studies.

DIRECTORIES

Ref PN 4073 S65
Speech Communication Association. Directory. 1973-74+ (latest ed. in Ref.)
A list of members plus information about organizations, abbreviations, higher education and books and journals related to speech.

Ref PN 4091 S65
Speech Communication Association. Directory of Graduate Programs in the Speech Communication Arts and Sciences. 1973-74+ (latest ed. in Ref.)
Lists programs by state, and gives similar information for each one.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. 1933-34+
An annual index of dissertations arranged by subject. Covers U.S. and Canadian dissertations and contains some that are not in D.A.I. Includes an author index.

DISSERTATIONS (Cont.)

Microfiche. Reference Desk

Comprehensive Dissertation Index, 1861-1972.
More than 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as a subject index for Dissertation Abstracts International.

Ref AS 30 M5

Dissertation Abstracts International. 1938+
These abstracts of doctoral dissertations are issued monthly in two sections. Part A (Humanities and Social Sciences) includes speech, theater, language and languages, linguistics, etc. Part B (Science and Engineering) includes human development, mental health, audiology and psychology. Each volume has a key word title index and an author index. Author indexes are cumulated annually. (v.1-13, 1938-53 are in Microform Room. Ask for D632.)

Ref AS 30 M5

Dissertation Abstracts International Retrospective Index, v.I-XXIX, (1938-1969). c1970.
Provides author and subject approaches to dissertations included in the first 29v. of Dissertation Abstracts International. Covers years 1938-1969. Index reference gives order number as well as volume and page numbers for the abstract. A comprehensive subject index appearing in each volume and a table of contents for each volume facilitate use. It is superceded by the Comprehensive Dissertation Index, though it will continue to be useful for those who prefer reading text instead of microfiche.

Periodical Stacks

Speech Monographs. 1935-69. (now Communication Monographs)
To be found in periodical stacks under title Communication Monographs.
This is a quarterly periodical covering all aspects of speech communication. Annual issues 1935-69 contain the following Bibliographies.

Abstracts of theses in the Field of Speech. (v.13-36, 1946-69) Annual.
Gives abstracts of doctoral dissertations and master's essays.

Doctoral Dissertations in Speech: Work in Progress, 1951-68.(v.18-35)
Lists dissertations in progress, by subject.

Graduate Theses: An Index of Graduate Work in Speech. (v.2-36, 1935-69)
First issue covers 1902-34. Annually thereafter.
Includes Doctoral and Master's completed theses.

ENCYCLOPEDIAS

Ref BF 31 E522

Encyclopedia of Psychology. Editors: H.J. Eysenck, W. Arnold and R. Meili. 1972. 3v.
International in scope with European and U.S. psychologists as authors of signed articles. Material ranges from short definitions to long articles with bibliographies. Good for brief identification of concepts in psychology.

Ref H 40 A215

International Encyclopedia of the Social Sciences. 17 vols. David L. Sills, ed. 1968. v.17 is the Index for the set. Many articles have bibliographies. The articles and bibliographies in this encyclopedia emphasize analytical and comparative aspects of the topics covered. It's predecessor, Encyclopedia of the Social Sciences (Ref H40 A2 E5) is still useful for historical material.

ENCYCLOPEDIAS (Cont.)

Ref RJ 61 L552
Levine, Milton I. & J.H. Seligman. Parents' Encyclopedia of Infancy, Childhood and Adolescence. 1973.
Current concepts of development, rearing, discipline and health.

Ref Q 360 M35
Meetham, A.R., ed. Encyclopedia of Linguistics Information and Control. 1969.
Speech and speech perception are given good coverage. Articles bring together materials from related fields of study.

HANDBOOKS, YEARBOOKS, ETC.

BF 637 I5 B37 (Stacks)
Benjamin, Alfred. Helping Interview. 2nd ed., 1974.
A basic approach for beginners and professionals.

P 90 B8 (Stacks)
Budd & Ruben. Approaches to Human Communication. 1972.
An anthology that approaches communication from various disciplinary bases from Anthropology to Zoology. Each article has a list of suggested readings. Indexed.

BF 637 C 45 D86 (Stacks)
Duncan. Face-to-Face Interaction: Research, Methods, and Theory. 1977.
Emphasis of the book is to train the student to do research in the field of interpersonal communication.

PN 175 E35 (Stacks)
Ehninger. Contemporary Rhetoric: A Reader's Coursebook. 1972.
An anthology that gives a broad picture of recent developments in the theory of rhetoric. May be used as a text or individual reading. Extensive bibliographies.

HM 251 L456 (Stacks)
Lindzey & Aronson. Handbook of Social Psychology. 5 vols. 2nd ed. 1968.
Provides background information, summarizes and interprets theories, methods, research, and practice in Social Psychology to 1968. Prepared by Professionals. Each volume has author and subject indexes.

PN 4121 M24 1978 (Stacks)
McCroskey. An Introduction to Rhetorical Communication. 3rd ed. 1978.
This basic book on rhetoric is organized into four sections: basic theory; message development for public speaking and formal writing; message communication in small groups and everyday encounters; and ethics in communication. Appendix A gives historical background. Appendix B contains 10 speeches.

P90 H293 (Stacks)
Pool et al. Handbook of Communications. 1973.
"A collection of review articles outlining the present state of research in the various parts of the discipline." -- Preface.

HANDBOOKS, YEARBOOKS, ETC. (Cont.)

P S7 C5974 (Stacks)
Ruben, ed. Communication Yearbook. 1977+
The primary function of this yearbook is "overview and synthesis." The volume consists of: reviews and commentaries; overviews; current research; and an index arranged by author, topic, concept, and methodology.

HM 291 W35 1978 (Stacks)
Wheeler, et al. Interpersonal Influence. 1978
Examines verbal and nonverbal communication in various social situations, including the behavioral reactions of the audience.

INDEXES AND ABSTRACTS

The most recent information on most topics and often the only information on recent developments will be found in periodical literature or related publications such as official documents, conference proceedings, and pamphlets. Such publications are generally inaccessible through the card catalog. Indexes and Abstracts are the keys to this type of literature.

An Index is usually arranged by subject and provides a citation to the article. This includes the title of the article, the author's name, the title of the journal, volume number, pages, and date. An Abstract citation provides similar information but includes a short summary of the article. The subject headings used in these indexes and abstracts are similar to those used in the card catalog.

The Indexes and Abstracts described below should be of particular interest to the student of Communication and Rhetoric. Most of them are located in the Index Room which is adjacent to the Reference Room. An asterisk indicates computer searches are available.

Index AI 3 B7 (Reference Table)
British Humanities Index. 1965-72 (Incomplete) 1974+
Indexes material relating to the arts and politics. Quarterly issues are by subject. Annual cumulative volumes are by author and subject. Indexes about 380 British periodicals.

Index HQ 750 A1 C47
Child Development Abstracts and Bibliography. 1927+
Publishes abstracts relating to the growth and development of children and provides more coverage in this area than does Psychological Abstracts. Includes sections on cognition, learning, perception, psychiatry and clinical psychology.

* Index HB 5 C8 (Reference Table)
Current Index to Journals in Education. 1969+ (CIJE)
The primary emphasis is on education journals but it is useful for topics related to counseling, psycholinguistics and the psychology of learning. May be used for computer searches. Part of the ERIC data base.

Index L11 E3 (Reference Table)
Education Index. 1929+
Covers 240 periodicals concerning all phases of education. Speech well represented. Has book reviews. Articles interfiled alphabetically by author and subject. Easy to use.

INDEXES AND ABSTRACTS (Cont.)

* Index Z 5813 R4 (Reference Table)
Educational Resources Information Center (ERIC). Resources In Education (RIE). 1966+
May be used in conjunction with Current Journals in Education. Abstracts, reports, government funded studies, convention proceedings and papers. Does *not* abstract journals. Most of the material in ERIC is available on microfiche in the Microfilm room. Part of the ERIC data base. May be used for computer searches.

* Index LC 3951 E9
Exceptional Child Education Resources. 1970+
Supercedes Exceptional Child Education Abstracts. May be used for computer searches. Abstracts cover education of gifted and handicapped. Arranged numerically. Author and subject cumulative indexes.

Index A I 3 H85 (Reference Table)
Humanities Index. 1974+
Supercedes the humanities section of Social Sciences and Humanities Index. Covers language and literature, performing arts, and related fields. Indexes 260 periodicals by author and subject. Has book review section. More scholarly than Readers Guide.

* Index P1 L2
LLBA: Language and Language Behavior Abstracts. 1974+
Covers scholarly articles in Language and Language Behavior. Has headings under communication sciences, hearing, linguistics, psychology, etc. with sub-headings. Includes abstracts from 1000+ sources. Author index.

* Index P1 M64
Modern Language Association of America. MLA International Bibliography. 1921+
Lists books and articles published on modern literature, folklore, languages, and linguistics. Appears in multivolume format. V.III covers Linguistics. Consult Table of Contents at the beginning of each volume. Each volume has a separate Author Index. Available for computer searches on Lockheed Data Base from 1976+.

* Index BF 1 P65
Psychological Abstracts. 1929+
The basic index to literature in the field and the one that should perhaps be checked first. Covers books as well as journals. Cumulative subject and author indexes shelved nearby. Computer Searches available. 1967+.

Index AI 3 R48 (Reference Table)
Readers Guide To Periodical Literature. 1900+
A cumulative index of 160+ popular, nontechnical periodicals. Articles listed alphabetically by author, title and subject. Catalog subject headings used.

Index AI 3 S62 (Reference Table)
Social Sciences Index. 1974+
Interdisciplinary author and subject index to journals in the social sciences. Organized like the Readers' Guide. Book reviews may be found at the end of each issue.

INDEXES AND ABSTRACTS (Cont.)

Index P87 S67
Speech Communication Abstracts. 1974+
Only serial guide devoted exclusively to Speech Communication literature. Subject index. Simple format. Publication slow.

Index P87 M3
Speech Communication Association. Index to Journals in Speech Communication Through 1974.
Part I consists of outstanding articles of fifteen journals in Speech Communication listed separately by Journal, issue by issue. Part II is the Subject Index; part III is on Index of Contributors. Covers articles from 1915 - 1974.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and through-out the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

JOURNALS

A list of the Journals held in Speech Communication at Fogler Library is distributed from the Periodicals Desk. Communication and Rhetoric covers a number of disciplines. You may, therefore, wish to pick up other folders in related fields.

MISCELLANEOUS SOURCES

Government Documents:

The Government Documents Department, located on Level 1B, is a valuable source of information. The tool which provides access to the collection is called the Monthly Catalog of U.S. Government Publications. Materials on Speech Communication and research relating to child development will be found in this department. A Government Documents Librarian will be happy to assist you.

Information File:

This file is located in a series of metal filing cabinets along the north wall of the Reference Room. It includes the latest information on a particular subject from the most authoritative sources possible. Check the authority file for appropriate key words.

The Learning Materials Center:

LMC, located on Level 3, houses an educational resources collection composed of a Juvenile Collection, Teen Collection, Textbooks, Curriculum Guides, Vertical Files, and an Audio-visual Collection. Many of these items are not listed in the main catalog. LMC has its own catalog. Curriculum guides and Vertical File materials have subject listings. There are Librarians available to assist you in using these materials.

MISCELLANEOUS SOURCES (Cont.)

Special Collections:

The Special Collections Department is one of the primary sources for the Study of Maine's past, present, and future. Manuscript items, rare books, Maine authors, and University of Maine theses are examples of holdings in Special Collections. Some items pertaining to Speech Communication are the Theatre Collection materials, graduate theses written by Speech Communication students, and the textbooks and manuscripts by Hershel Bricker. The Department has its own card catalog. A Librarian will help you find additional material.

STYLE MANUALS

Ref B 76.7 A46 (Reference Desk)
APA Publication Manual. American Psychological Association. 1974. Originally prepared for contributors to the journals published by the APA, this manual now contains a section on student papers. Useful if APA journals are used in term papers.

Ref LB 2369 C3 (Reference Desk)
Campbell & Ballou. Form and Style: Theses, Reports, Term Papers. 4th ed. 1974. Written to assist students in the preparation of term papers, research reports, and dissertations. Illustrates style and placement of footnotes, bibliographic references, etc. Includes new section on handling tables, figures, and computer materials.

Ref LB 2369 M53 (Reference Desk)
MLA Handbook for Writers of Research Papers, Theses, and Dissertations. 1977. Also called the MLA Style Sheet. Is used for scholarly research reports and university press material. This form is prescribed by most graduate schools for M.A. theses and doctoral dissertations.

Maine PE 1408 S772 1979
Strunk & White. Elements of Style. 3rd ed. 1979.
A concise, interesting style book for the beginning writer. It contains rules of English usage, principles of composition, and a "chapter on writing."

Ref LB 2369 T82 (Reference Desk)
Turabian, Kate. Students Guide for Writing College Papers. 3rd ed., 1976. Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion Volume: A Manual for Writers of Term Papers, Theses and Dissertations. (Ref LB 2369 T8 Desk)

You may want to know ...

That the library has over 40 journals in speech and speech related topics. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That the Interlibrary Loan Dept. will help you obtain material that is essential to your paper, but is not in the Fogler Library holdings.

That you should check with the Circulation Department if you do not locate a book on the shelf.

That a Reference Librarian will be happy to help you with material described in this booklet and with any other questions you may have about the library.

Compiled by Charlotte Huntley
Fogler Library Reference Department
July 1979

UMO

GUIDE TO SOURCES:

COMMUNICATION DISORDERS

This guide is a highly selective introduction to some of the major bibliographic tools of Speech, Language and Hearing Disorders found in Fogler Library. It is by no means a complete list. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

BOOKS AND THE CARD CATALOG

The card catalog functions as an index to a major portion of the resources found in Fogler Library. Each book or item included in the card catalog has an author card, a title card, and one or more subject cards.

Subject Headings

Library of Congress Subject Headings is a guide to the headings used in the card catalog. A reference librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies of these volumes are located at the card catalog and in the Reference Room.

Some subject headings for Communication Disorders are:

AUDIOMETRY	DEAF-MEANS OF COMMUNICATION	SPEECH, DISORDERS OF
CHILD DEVELOPMENT	LANGUAGE & LANGUAGES	SPEECH THERAPY
COMMUNICATIONS RESEARCH	PSYCHOLOGY	STUTTERING
COUNSELING		

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress system based upon letter and number combinations. A few, however, are classified under the Dewey Decimal System used prior to 1967. The latter books, though older, may still be useful. An example of each Classification is shown below:

Library of Congress		Dewey Decimal	
RC	Class	612.78	Class & subclass
427	Subclass	Ad 59	Derived from author's name
C66	Derived from author's name		

There are also call numbers with special designations and symbols.

Film	Index	JUV	Univ.	St. Docs.
F239	BF	617.8	1973	M55/2.10
	1	L711b	Sa97	:Sp3/967
	P65			

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area.

CALL NUMBERS AND CLASSIFICATION

Copying the entire call number as it appears on the catalog card will facilitate locating the material in the Library. Large yellow charts near the card catalog give the location of books bearing these numbers and designations.

Some LC Classifications for Communication Disorders

BF 455	Psychology
HV 2380	Children, deaf
HV 2430-3490	Deaf-Education: Deaf-Means of Communication
LB 3454	Speech and Hearing Therapy
PN 4121	Speech-Research
QP 306	Speech-Physiological Aspects
RC 423-7	Speech Pathology
RF 122-293	Hearing Disorders

REFERENCE TOOLS

Bibliographies, biographical guides, dictionaries, directories, encyclopedias, handbooks, stylebooks, and yearbooks are specialized reference tools which can be used in a variety of ways. Representative titles are listed below with brief annotations. Most of them may be found in the Reference Room.

BIBLIOGRAPHIES

Ref Z 5921 A85
Austin. Bibliography: Deafness. 1975.
Contains citations from 1,200 sources -- books, journals and reports. Divided into nine major catagories. It is not cross-referenced. Has author index. Easy to use.

Ref Z 6514.S7 B5
Bibliographic Annual in Speech Communication. v. 1-5, 1970-1974.
N.Y. Speech Communication Association.
A record of graduate work in speech communication, providing abstracts of doctoral dissertations and also specialized bibliographies.

Ref Z 6675 S55 I53
Hearing, Speech, and Communication Disorders: Cumulated Citations, 1974. c 1975.
Lists citations collected by the Information Center for Hearing, Speech, and Disorders of Human Communication. Covers published and unpublished material. Nearly 14,000 entries. Has author and subject indexes.

Ref RC 423 H64
Holloway & Webster. Research and Source Guide for Students in Speech Pathology and Audiology. 1978.
Provides overview of Research in Speech Pathology, explains necessary procedure for a paper, suggests proposals and projects, and lists available sources of information.

Ref P 99.5 K4
Key. Nonverbal Communication: A Research Guide & Bibliography. 1977.
A study of facial expression, sign language, and body movement in interpersonal communication. Bibliography pp. 142-428. Notes. Subject Index. May be used for either Speech Communication or Speech and Hearing Disorders references.

DICTIONARIES

Ref QP 306 B77
Brown. Dictionary of Speech and Hearing Anatomy and Physiology. 1975.
Compilation of speech and hearing anatomy and physiology terms used in books, periodicals, and research papers. Has 45 pages of illustrations.

Ref RF 122 D44
Delk. Comprehensive Dictionary of Audiology. 1973.
Contains new words in the field, new meanings for words from other fields, and words that have changed in connotation and pronuciation and common use. Claims to be "complete and encyclopedic" and "the only dictionary a student needs" in this field.

Ref RC 437 H5
Hinsie & Campbell. Psychiatric Dictionary. 4th ed. 1970.
Contains about 9,500 entries for psychology and related fields. Gives pronunciation. Includes explanations and occasional bibliographic references. Speech disorders well represented.

Ref R 121 M65
Miller & Keane. Encyclopedia and Dictionary of Medicine, Nursing and Allied Health. 2nd ed. 1978.
Entry definitives are based on updated research and include cause and treatment where applicable. Illus. Appendix contains sources for patient education materials and list of health agencies and organizations.

Ref R 121 S8
Stedman. Stedman's Medical Dictionary. 1976.
One of several dictionaries of medicine and allied sciences. Color plates, illustrations, synonyms, etc.

Ref HV 2475 S8
Stokoe, and others. Dictionary of American Sign Language On Linguistic Principles. 1965.
A section on the major aspects of the language, including notation, followed by the dictionary and a section of appendices.

DIRECTORIES

Ref RF 28 A7
American Speech and Hearing Association. Directory. 1978.
Alphabetical and geographical lists of names of members, plus clinical certification lists.

Ref HF 5381 A1 N4273
Directory of Counseling Services, 1978-79.
Reliable information about reputable counseling services. Arranged by state.

Ref HV 89 N27
National Directory of Private Social Agencies, 1974-75.
Agencies, homes and organizations in the U.S.Classified by services offered and also by location.

DIRECTORIES (Cont.)

Ref HV 89 A55
Public Welfare Directory 1978-79.
Lists Federal, State, and International public welfare agencies, key personnel, and related services. Appendixes contain lists of additional sources of information.

Ref PN 4073 S65
Speech Communication Association. Directory. 1979.
A list of members plus information about organizations, abbreviations, higher education and books and journals related to speech.

Ref PN 4091 S65
Speech Communication Association. Directory of Graduate Programs in the the Speech Communication Arts and Sciences. 1979.
Lists programs by state, and gives similar information for each one.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. 1933/34+
An annual index of dissertations arranged by subject. Covers U.S. and Canadian dissertations and contains some that are not in D.A.I. Includes an author index.

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Provides author and subject approaches to dissertations included in the first 29v. of Dissertation Abstracts International. Covers years 1938-1969. Index reference gives order number as well as volume and page numbers for the abstract. A comprehensive subject index appearing in each volume and a table of contents for each volume facilitate use. It is superceded by the Comprehensive Dissertation Index, though it will continue to be useful for those who prefer reading text instead of microfiche.

ENCYCLOPEDIAS

REF RA 790 E56
Encyclopedia of Mental Health. Albert Deutsch, ed., 1963. 6v.
Much readable information about mental health written in question and answer format. Volume 6 contains a list of agencies, a bibliography and a glossary.

Ref BF 31 G6
Goldenson, Robert M. The Encyclopedia of Human Behavior; Psychology, Psychiatry and Mental Health. 1972. 2v.
Case histories are included in articles on psychiatric disorders. Photographs and illustrations. Contains a "category" index and a conventional index.

Ref H 40 A215
International Encyclopedia of the Social Sciences. David L. Sills, ed. 1968. 17v.
The articles and bibliographies in this encyclopedia emphasize analytical and comparative aspects of the topics covered. Topics on Speech and Hearing may be found in several volumes of the set. Volume 17 contains an Alphabetical List of Articles, a Classification of Articles, and a combined author, title, subject index.

Ref RJ 45 B85
Kelley. Practice of Pediatrics. 4 vols. 2 pts ea. + Index. 1974.
A loose-leaf publication which is constantly undergoing revision. Chapter 44 is devoted to Hearing disorders. Chapter 14 covers Speech.

Ref RC 334 I 57
Wolman, Benjamin B. International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology. 1977.
The newest, most comprehensive work of its kind in the field today and, as such, should perhaps be checked before other encyclopedias. Covers in detail theory, research and practice in those sciences and professions dealing with the mind. Twelfth volume contains list of entries, subject, and author index.

HANDBOOKS, YEARBOOKS, ETC.

Ref RB 155 B48
Bergsma, Daniel. Birth Defects. 1973.
Information about each birth defect is given in a standardized form. Excellent photographs.

RC 424 B54 (In Stacks)
Bloodstein, Oliver. Handbook on Stuttering. 1975.
An account of research and experimentation. For students, professionals, parents and teachers.

Ref RC 46 C4
Cecil, Russel. Cecil-Loeb Textbook on Medicine. 14th ed. 2v. 1975.
Clinical medicine presented for the student. Very thorough overview.

HANDBOOKS, YEARBOOKS, ETC. (Cont.)

RC 423 C75 1976b. (In Stacks)
Crystal et al. Th Grammatical Analysis of Language Disability. 1976.
Discusses assessment and therapy of language disabilities. Contains bibliography and indexes.

RC 423 T67 (In Stacks)
Travis, Lee E. Handbook of Speech Pathology and Audiology. 1971.
Research, theory & practice in relation to all disorders of communication. The largest part of the book is devoted to speech.

Ref BF 121 W63
Wolman. Handbook of General Psychology. 1973.
Discusses special areas of psychology. Section two is devoted to the Human Organism; section five covers language, thought, and intelligence.

Additional material may be found under the following subject headings:

Aphasia	Speech, Disorders of
Speech Therapy	Stuttering

INDEXES AND ABSTRACTS

The most recent information on most topics and often the only information on recent developments will be found in periodical literature or related publications such as official documents, conference proceedings, and pamphlets. Such publications are generally inaccessible through the card catalog. Indexes and Abstracts are the keys to this type of literature.

An Index is usually arranged by subject and provides a citation to the article. This includes the title of the article, the author's name, the title of the journal, volume number, pages, and date. An Abstract citation provides similar information but includes a short summary of the article. The subject headings used in these indexes and abstracts are similar to those used in the card catalog.

The Indexes and Abstracts described below should be of particular interest to the student of Communication disorders. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index QH 301 B4
Biological Abstracts 1927+
A broad scope of topics deal with sense organs, and associated structures and functions. Speech and Hearing mechanisms are included. Computer searchable 1970 -.

Index HQ 750 A1 C47
Child Development Abstracts and Bibliography. 1927+
Publishes abstracts relating to the growth and development of children and provides more coverage in this area than does Psychological Abstracts. Includes sections on cognition, learning, perception, psychiatry and clinical psychology.

INDEXES AND ABSTRACTS (Cont.)

Index HB 5 C8 (Reference Table)
Current Index to Journals in Education. 1969+ (CIJE)
The primary emphasis is on education journals but it is useful for topics related to counseling, psycholinguistics and the psychology of learning. May be used for computer searches. Part of the ERIC data base. 1966-.

Index RF 1 D45
DSH Abstracts. (Deafness, Speech and Hearing Publications) 1960+
International in scope, with English translations. Brings together the world's literature in Deafness, Speech & Hearing. Cumulative author and subject indexes.

Document Depository
Developmental Disabilities Abstracts. 1964+
A government publications containing abstracts of articles on the nature and causes of mental disorders.

Index L 11 E3 (Reference Table)
Education Index. 1929+
Covers 240 Periodicals concerning all phases of education. Speech well represented. Has book reviews. Articles interfiled alphabetically by author and subject. Easy to use.

Index Z 5813 R4 (Reference Table)
Educational Resources Information Center (ERIC). Resources In Education (RIE). 1966+
May be used in conjunction with Current Journals in Education. Abstracts, reports, government funded studies, convention proceedings and papers. Does not abstract journals. Most of the material in ERIC is available on microfiche in the Microfilm room. Part of the ERIC data base. May be used for computer searches. 1966+

Index LC 3951 E9
Exceptional Child Education Resources. 1970+
Supercedes Exceptional Child Education Abstracts. May be used for computer searches. Abstracts cover education of gifted and handicapped. Arranged numerically. Author and subject cumulative indexes. Computer searchable 1966+

Index R 5 I52
Index Medicus. 1960+
Only articles related to biomedicine are included. Indexes, journals and monographs. Contains Medical Subject Headings Index, Bibliography of Medical Reviews indexed by author and subject, and cumulated Index Medicus author and subject Indexes. Is computer searchable through Medline 1966-.

Index P 1 L2
LLBA: Language and Language Behavior Abstracts. 1974+
Covers scholarly articles in Language and Language Behavior. Has headings under communication sciences, hearing, linguistics, psychology, etc. with sub-headings. Includes abstracts from 1000+ sources. Author indes.

Index BF 1 P65
Psychological Abstracts. 1929+
The basic index to literature in the field and the one that should perhaps be checked first. Covers books as well as journals. Cumulative subject and author indexes shelved nearby. Computer Searches abailable. 1967+.

INDEXES AND ABSTRACTS (Cont.)

Index AI 3 S62 (Index Table - Reference Room)
Social Sciences Index. 1974+
Interdisciplinary author and subject index to journals in the social sciences. Organized like the Readers' Guide. Book reviews may be found at the end of each issue.

Index HM 1 S67
Sociological Abstracts. 1953+
The format of these abstracts may be confusing because of supplements but the abstracts are excellent. Particularly good for articles in community psychology and social psychiatry.

Index P 87 M3
Speech Communication Association. Index To Journals In Speech Communication Through 1974.
Part I consists of outstanding articles of fifteen journals in Speech Communication listed seperately by Journal, issue by issue. Part II is the Subject Index; part III is an Index of Contributors. Covers articles from 1915 - 1974.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and through-out the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

JOURNALS

A list of the Journals held in Communication Disorders at Fogler Library is distributed from the Periodicals Desk. Communication Disorders covers a number of disciplines. You may, therefore, wish to pick up other folders in related fields.

MISCELLANEOUS SOURCES

Document Depository:

The Document Depository, located on Level 1B, is a valuable source of information. The tool which provides access to the collection is called the Monthly Catalog of U.S. Government Publications. Materials on Deafness, Speech, and research relating to child development will be found in this department. A Documents Librarian will be happy to assist you.

Information File:

This file is located in a series of metal filing cabinets along the north wall of the Reference Room. It includes the latest information on a particular subject from the most authoritative sources possible. Check the authority file for appropriate key words.

MISCELLANEOUS SOURCES (Cont.)

The Learning Materials Center:

LMC, located on Level 3, houses an educational resources collection composed of a Juvenile Collection, Teen Collection, Textbooks, Curriculum Guides, Vertical Files, and an Audio-Visual Collection. Many of these items are not listed in the main catalog. A Librarian will be happy to help you locate materials.

Special Collections:

The Special Collections Department is one of the primary sources for the Study of Maine's past, present, and future. Manuscript items, rare books, Maine authors, and University of Maine theses are examples of holdings in Special Collections. Some items pertaining to Communication Disorders are State Documents, and graduate theses written by Speech Department students. A Librarian will help you find additional material.

STYLE MANUALS

Ref BF 76.7 A46 (Reference Desk)
APA Publication Manual. American Psychological Association. 1974.
Originally prepared for contributors to the journals published by the APA, this manual now contains a section on student papers. Useful if APA journals are used in term papers.

Ref LB 2369 C3 (Reference Desk)
Campbell & Ballou. Form and Style: Theses, Reports, Term Papers. 4th ed. 1974.
Written to assist students in the preparation of term papers, research reports, and dissertations. Illustrates style and placement of footnotes, bibliographic references, etc. Includes new section on handling tables, figures, and computer materials.

Ref LB 2369 M53 (Reference Desk)
MLA Handbook for Writers of Research Papers, Theses, and Dissertations. 1977.
Also called the MLA Style Sheet. Is used for scholarly research reports and university press material. This form is prescribed by most graduate schools for M.A. theses and doctoral dissertations.

Maine PE 1408 S 772 1979
Strunk & White. Elements of Style. 3rd ed. 1979.
A concise, interesting style book for the beginning writer. It contains rules of English usage, principles of composition, and a "chapter on writing".

Ref LB 2369 T82 (Reference Desk)
Turabian, Kate. Students Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion Volume: A Manual for Writers of Term Papers, Theses and Dissertations. (Ref LB 2369 T8 Desk)

TESTS

Ref Z 5814 P8 B932
Buros, Oscar K., ed. Mental Measurements Yearbook. 1938+
Seven volumes to date spanning the years 1938 to 1972. Classifies and reviews tests for users of standardized tests in psychology and education. Each yearbook supplements the previous volumes so they must be used together for thorough coverage.

TESTS
(Cont.)

Ref BF 698.5 B87
Buros, Oscar K., ed. Personality Tests and Reviews. 1970, 1975.
Includes all material on personality testing excerpted from the Mental Measurement Yearbooks plus new material on this subject.

Ref BF 722 J64
Johnson & Bommarito. Tests and Measurements in Child Development: A Handbook. 1971.
Describes and classifies tests and measurements in ten catagories of Child Development from birth to age 12. Gives sources. Has author and subject indexes. These are unpublished measures suitable for children.

Ref BF 722 J643
Johnson. Tests and Measurements in Child Development: Handbook II. 2 vols. 1976.
Updates Johnson & Bommarito on the most recent developments in unpublished measure in child behavior. Includes over 1200 measures. This edition has an age coverage from birth to 18 years.

You may want to know ...

That the Library has over 40 journals in speech, or speech related subjects. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That the Interlibrary Loan Dept. will help you obtain material that is essential to your paper, but is not in the Fogler Library holdings.

That a Reference Librarian will be happy to help you with material described in this booklet and with any other questions you may have about the Library.

That you should check with the Circulation Department if you do not locate a book on the shelf.

Compiled by Charlotte Huntley
Fogler Library Reference Department
July 1979

UMO

GUIDE TO SOURCES: ECONOMICS

SCOPE

This guide is designed to introduce the student of economics to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in the Library.

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to the study of Economics. A few examples are listed below.

COMMERCE	INDUSTRIAL RELATIONS
ECONOMIC HISTORY	MACROECONOMICS
ECONOMICS, MATHEMATICAL	MICROECONOMICS
FINANCE, PUBLIC	MONEY

SUBJECT HEADINGS

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CALSSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol - Indicates the book is in Reference
HB	Class - Economics
61	Subclass - Encyclopedias. Dictionaries
M16	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

331.4	Class - Economics. Labor. Women.
F56	Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR ECONOMICS

H		Social Sciences - General works
HA		Statistics
HB	1-200	Economic theory, general
	201-299	Value. Price. Wealth
	301-499	Labor and wages. Rent and Land.
	501-699	Capital. Interest. Profit
	701-845	Property. Consumption
	849-875	Population
	881-3700	Demography. Vital statistics
	3711-3840	Crises. Business cycles.
HC		Economic history and conditions: National production.
HD		Land. Agriculture. Industry.
	1-91	Production. Industrial management
	101-1395	Land
	1401-2210	Agricultural economics
	2321-9999	Industry
	4801-8942	Labor
HE		Transportation and communication
HF		Commerce
HG		Finance
HJ		Public finance

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

ABSTRACTS AND INDEXES

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An Abstract supplies all the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the economist:

Index HA 202 A6 1977+ or Document Depository 1972+
American Statistics Index
Comprehensive index to statistics published by government agencies. Descriptive abstracts provided. Invaluable source.

ABSTRACTS AND INDEXES (Cont.)

Index HF 5001 B8 (Index Table)
Business Periodicals Index 1958+
Subject coverage of over 200 journals in business, economics, finance, banking, labor, taxation, etc.

Index HG 4057 F2 (Index Table)
F & S Index of Corporations and Industries. 1968-71; 1976+
Primarily used for company, product, or industry information. Can be searched via computer. 1972+. See note on last page of this guide.

Index HB 1 A6
Index of Economic Articles, 1886+
Indexes English language articles in major professional journals.

Index HB 1 I54
International Bibliography of Economics. 1960+
Classified list of books, articles, pamphlets. Author, subject indexes. Worldwide scope.

Index HB 1 J6
Journal of Economic Literature. 1963+
Quarterly subject index to articles. Abstracts included for significant articles. Critical book reviews.

Document Depository
Monthly Catalog of U.S. Government Publications. 1895+
The major index to public documents generated by Federal agencies. Can be searched by computer 1976+. See note on last page of this guide.

Index AI 21 N44
New York Times Index 1851+
Issued semi-monthly with quarterly and annual cumulations.

Index AI 3 P8
Public Affairs Information Service. (PAIS) Bulletin. 1915+
Selective index to social and economic material. Can be searched by computer 1976+. See not on last page of this guide.

Index AI 3 S62 (Index Table)
Social Sciences Index. 1907+
Quarterly. Interdisciplinary author and subject index to journals in the social sciences.

Index HG 1 W26
Wall Street Journal 1959+
Monthly. Arranged in two parts - general news and corporate news.

The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts; or pick up one of the booklets in the Current Periodicals Room listing journals the Library owns by subject. There is one for Economics.

BIBLIOGRAPHIC GUIDES

Ref Z 7164 E2 M45
Melnyk, Peter. Economics: Bibliographic Guide to Reference Books and Information Resources. 1971.
Annotated guide to economics literature with an emphasis on English language sources.

Z 7164 E2 U8
Fletcher, John. The Use of Economics Literature. 1971.
Similar to Melnyk in content, but with a British slant.

Ref Z 7161 W49 1973
White, Carl M. Sources of Information in the Social Sciences. 1973.
Economics and business administration are treated together in a separate bibliographic essay. Annotated list of sources conclude the chapter.

Ref Z 7164 C81 D16
Daniells, Lorna M. Business Information Sources. 1976.
Selective annotated list of business and economics books and reference sources. Excellent guide.

DICTIONARIES

Ref HB 61 M16 1973 (Reference Desk)
McGraw-Hill Dictionary of Modern Economics, A Handbook of Terms and Organizations.
Comprehensible definitions. References to alternative sources often included. Excellent.

Ref HB 61 A53
Ammer, Christine. Dictionary of Business and Economics. 1977.
Broadbased. Concise explanations. Cross references.

Ref HB 61 M54
Moffat, Donald W. Economics Dictionary. 1976.
Short clear definitions. Good for beginning students.

Ref HB 61 S39 1976
Seldon, Arthur. Everyman's Dictionary of Economics: An Alphabetical Exposition of Economic Concepts and Their Application. 1976. Ofter includes illustrations as well as definitions. A British publication.

DICTIONARIES (Cont.)

Ref HA 17 K4
Kendall, Maurice. Dictionary of Statistical Terms. 1972.
Defines over 2500 terms in current usage.

ENCYCLOPEDIAS

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17 vols.
The articles and bibliographies emphasize the analytical and comparative. Its predecessor Encyclopedia of the Social Sciences (Ref H 40 E5) is still useful for historical material.

Ref HG 151 M8
Glenn G. Munn's Encyclopedia of Banking and Finance. 1973.
Excellent one-volume source. References often included.

Ref HF 5353 E52
Wasserman, Paul. Encyclopedia of Business Information Sources. 1970.
Provides the bibliographic framework for a particular subject or industry.

GOVERNMENT PUBLICATIONS

Publications issued by Federal, State, and Local agencies contain a wealth of authoritative and official information. The Fogler Library holds publications from the U.S., Canadian, and State of Maine governments; and as a student of economics you should familiarize yourself with the location, policies, catalogs, indexes, and other finding aids of the collections.

Among other items, you will find useful the following publications issued at intervals by the U.S. Bureau of the Census: Census of Population, Census of Agriculture, Census of Business, Census of Manufacturing.

Familiarity with the Monthly Catalog of U.S. Government Publications and the Cumulative Subject Index to the Monthly Catalog ... 1900-1971 will make locating documents an easier procedure.

MAINE GOVERNMENT PUBLICATIONS

State of Maine publications with which you should be familiar are:

St Docs
L 12/6.13:
Department of Manpower Affairs. Census of Maine Manufacturers.
Statistical tables by major industrial (SIC) classifications, by country, plant size. Aggregate figures, no listings by individual companies.

St Docs
E55.23 (Special Collections)
Department of Manpower Affairs. Maine Manpower.
Monthly statistics related to labor, wages & salaries, unemployment, etc.

MAINE GOVERNMENT PUBLICATIONS (Cont.)

Periodical - Special Collections

Maine Business Indicators. 1956+
Bimonthly listing of various statistical indicators and the Maine Business Index.

STATISTICAL SOURCES: HANDBOOKS, YEARBOOKS, ETC.

Ref Z 7551 S84
Wasserman, Paul. Statistics Sources. 1977.
A guide to data on the U.S. and foreign countries. Arranged alphabetically by subject.

Ref HA 202 A3 (Desk)
U.S. Bureau of the Census. Statistical Abstract of the United States. Annual.
Summaries of national political, social, and economic statistics. Gives references to detailed works.

Ref HA 12.5 U63
United Nations. Statistical Yearbook.
Summaries of international social, economic, financial, trade, etc. statistics. Reference to sources are given.

Ref Folio Z 7554 E8 H35
Statistics Europe.
Describes major sources of statistical information for European countries. Arranged by country.

Ref HC 101 A13122
U.S. Bureau of Economic Analysis. Business Statistics. Biennial supplement to the periodical "Survey of Current Business."

Ref HC 79 I5 U53
United Nations. Yearbook of National Accounts Statistics.
Detailed figures for 126 countries.

Ref HA 40 I6 Y4
United Nations. Yearbook of Industrial Statistics.
International in scope. Volume 1 is arranged by country, volume 2 by commodity.

Ref HF 91 U473
United Nations. Yearbook of International Trade Statistics.
Statistics on trade and commodities. Annual.

Ref HD 4826 I63
International Labour Office. Yearbook of Labour Statistics.
Summaries for over 100 countries.

Ref HD 8051 A5
U.S. Bureau of Labor Statistics. Handbook of Labor Statistics.
Compendium of major BLS statistics. Annual.

STATISTICAL SOURCES: HANDBOOKS, YEARBOOKS, ETC. (Cont.)

Ref HD 5723 A5123
U.S.Bureau of Labor Statistics. Employment and Earnings, United States, 1939-75.
Monthly historical statistics by SIC/industry.

Ref HD 5723 A26
U.S. Bureau of Labor Statistics. Employment and Earnings, States and Areas, 1939-75.
Historical statistics for states and some areas (mostly SMSA)

You may want to know

That the Library has over 100 journals in Economics. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost, or pick up a descriptive brochure at the Reference Desk.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Clara K. Flower
Fogler Library Reference Department
May 1979

UMO

GUIDE TO SOURCES:

FORESTRY AND WILDLIFE

SCOPE

This library guide is an informal handbook for both the undergraduate and graduate student in the School of Forest Resources. It lists some of the more useful materials and reference works basic to general research and gives their locations in Fogler Library.

TABLE OF CONTENTS

Abstracts	3	Government Publications, Canada	10
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CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings relating to forest resources. Examples are listed below.

AFFORESTATION	GAME PROTECTION
ANIMAL MARKING	VEGETATION MAPPING
CLEAR-CUTTING	WATERFOWL MANAGEMENT
FOREST GENETICS	ZOOLOGY - ECOLOGY

Library of Congress Subject Headings is a two volume guide to headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol - Indicates the book is in Reference
QH	Class - Natural History
541	Subclass - Ecology
G79	Derived from author's name

RAYMOND H. FOGLER LIBRARY

CALL NUMBERS AND CLASSIFICATION (Cont.)

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

634.9 Class - Forestry
H997 Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SUBJECTS RELATED TO FOREST RESOURCES

QH		Natural history (General)
	75-77	Nature conservation. Landscape protection
	201-278	Microscopy
	301-705	General biology
	426-470	Genetics
	471-489	Reproduction
	501-531	Life
	540-549	Ecology
		Including general and animal ecology. For human ecology, see GF; for plant ecology, see QK
QK		Botany
	475-494	Trees
	641-673	Plant anatomy
	710-899	Plant physiology
	901-938	Plant ecology
QL		Zoology
	750-795	Animal behavior and psychology
SD		Forestry
	391-409	Sylviculture
	411-428	Conservation and protection
		Including forest reserves
	430-557	Exploitation and utilization
		Including timber trees, logging, transportation, valuation
	561-668	Forest policy and administration
SK		Hunting
	351-579	Wildlife management. Game protection

ABSTRACTS AND INDEXES

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

Topics of current interest, preliminary reports of fieldwork and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An abstract supplies all of the above, plus a summary or description of the article.

Index S I U52
Bibliography of Agriculture 1942+
A monthly index based upon the computerized bibliographic data files of the National Agricultural Library. Covers domestic and foreign literature. Indexes journal articles, pamphlets, government documents. Includes agricultural experiment station publications, special reports, etc. May be searched by computer.

Index QH 301 B4
Biological Abstracts 1927+
The major abstracting service in the life sciences. Each issue and volume contains a keyword index, an author index, biosystematic and generic indexes. A listing of serials with their abbreviations (BIOSIS) is shelved nearby. May be searched by computer from 1970.

Index SI B5 *Index Table - Reference Room*
Biological and Agricultural Index 1919+
The Readers' Guide for the life sciences. Covers approximately 200 English language periodicals in the fields of biology, agriculture and related sciences. Indexes Journal of Forestry, Journal of Wildlife Management, annuals such as Advances in Ecological Research. 1919-1964 as Agricultural Index.

ABSTRACTS AND INDEXES (Cont.)

IC 6-1 *Document Depository*
Canadian Government Publications Catalog. 1961+
The Canadian counterpart of the Monthly Catalog of U.S. Government Publications. Contains parliamentary publications, departmental publications, general indexes and an index to government periodicals. Lists publications of Canadian Forest Service, Canadian Wildlife Service. Bilingual.

Index GF 1 E553 *Index Table - Reference Room*
Environment Abstracts 1975+
Abstracts material dealing with major environmental issues. Section 15, "Renewable Resources - Terrestrial", contains material on forestry. Wildlife is found in Section 21. Most effective when used with Environment Index (Index GF 1 E557).

Index SD 1 F66
Forestry Abstracts 1939+
The only major abstracting service in the English language devoted solely to forestry. Published by the Commonwealth Agricultural Bureaux in England. World wide coverage of journals, government publications. May be searched by computer from 1973.

Index SK 351 K4
Keyword-Index of Wildlife Research 1973+
Published by the Swiss Wildlife Information Service. Part I contains keyword index of common names, author and title index. Part II contains a thesaurus in English, German and French of geographical and veterinary terms. Alphabetical and species lists. Fairly current. Easy to use.

G P3.8: *Document Depository*
Monthly Catalog of U.S. Government Publications. 1895+
A monthly listing of publications, books, periodicals, pamphlets, maps issued by all branches of the government. Publications are listed by agency with title, date, paging and price for each. Many publications are available in Fogler Library as Depository items. May be searched by computer.

Index SB 599 R4
Review of Plant Pathology 1922+
Abstracts material on plant diseases caused by fungi, bacteria, viruses and physiological disorders. Formerly Review of Applied Mycology. May be searched by computer.

ABSTRACTS AND INDEXES (Cont.)

Index SK 351 W58
Wildlife Review 1952+
Issued currently by the Fish and Wildlife Service. A bibliography of the literature of wildlife management arranged by subject. Wildlife Abstracts (Index SK 351 U52) is a subject, author index to Wildlife Review which is now complete through 1970.

Index TS 800 W55
Wood Industry Abstracts 1971+
Most abstracts are supplied by the Forest Products Research Society. Contains summaries of current technical literature on wood procurement, treatment, processes and products.

Index QL 750 B54
Zoological Record 1864+
A comprehensive index to zoological literature of the world. Useful for systematic zoology. Author, subject and systematic indexes for each phylum. Not current.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

BIOGRAPHICAL SOURCES

Ref Q 141 A47
American Men and Women of Science; Physical and Biological Sciences. 14th ed., 1979.
Six volumes profiling over 100,000 scientists in the United States and Canada. Includes foresters, entomologists, wildlife ecologists, etc. Discipline and geographic indexes.

Ref Q 145 W53
Who's Who in Science in Europe. 3rd. ed., 1978. 4 vols.
An alphabetical listing of scientists in the natural and physical sciences including medicine and agriculture. Helpful if name of scientist is known. No discipline index.

DIRECTORIES

HD 9753 D57
Forest Products Directory. 1978
A reference source for the North American forest products industry. Information on sawmills, logging operations, plywood and board mills, lumber wholesalers and jobbers in the U.S. and Canada.

Ref SK 361
National Wildlife Federation Conservation Directory. Annual.
Contains information on U.S. and Canadian federal and state agencies, names of officials in government and in citizens' groups. Information on National Forests, Parks, Seashores. Lists colleges and universities with programs in forestry and wildlife.

ENCYCLOPEDIAS AND DICTIONARIES

Ref SD 431 E4
Elsevier's Wood Dictionary in Seven Languages: English/American, French, Spanish, Italian, Swedish, Dutch, German. 1964
- v.1 Commerical and Botanical Nomenclature of World Timbers
- v.2 Production, Transport, Trade
- v.3 Research, Manufacture, Utilization

Ref QL 3 G7813
Grzimek, Bernhard, ed. Grzimek's Animal Life Encyclopedia. 13 vols. 1972
"Each volume is made up of chapters by an international group of scholars treating the various classes, orders, families, etc. according to modern zoological classification and names." Illustrated. Each volume includes an outline of systematic classification.

Ref SD 536 H832
Harrer, E.S., ed. Hough's Encyclopedia of American Woods. 23 vols. 1957
In two sections. Sixteen volumes consist of transverse, radial and tangential sections of woods native to the United States and Canada. The text volumes cover the range of a species of tree, its uses, commercial importance, physical appearance.

Ref QL 9 L4
Leftwich, A.W. A Dictionary of Zoology. 1973
Offers definitions of technical terms relating to zoology. Includes taxonomy, physiology, genetics, ecology etc.

HANDBOOKS AND GUIDES

Ref S 408 A35
Agricultural Research Index. 6th ed. 2 vols. 1978
A guide to establishments throughout the world which conduct, or promote, research in agriculture and related areas such as fisheries, forestry and horticulture.

Maine QK 484 M2 C35 *Special Collections*
Campbell, Christopher and Fay Hyland. Winter Keys to Woody Plants of Maine. Original drawings by Mary L.F. Campbell. Rev. ed. 1977
Intended for use between the end of the growing season and the resumption of growth the following spring. First section is key to genera and aberrant species. Second section provides a key to subgeneric entities. Glossary. List of plates. Index to Latin and common names.

Maine QL 181 D3 *Special Collections*
Day, Richard Long. Wildlife of Maine. 2 vols. 1948
Written as a thesis at Clark University. Part I includes a description of Maine's topography, climate and other factors of the geographic setting. In Part II all species of vertebrate animals are tabulated in eleven Wildlife Inventories. Text and photographs accompany each Inventory.

Ref SD 371 F6
Forbes, R. D. Forestry Handbook, ed. for the Society of American Foresters. 1955.
Presents techniques, formulas, tables, converting factors and data most commonly used in forestry in U.S. and Canada. Dated but still useful.

Ref QL 88 G66
International Union for the Conservation of Nature and Natural Resources. Survival Service Commission. Red Data Book
Provides current information on rare and endangered species. In two parts:
v.1 Mammalia 1972
v.3 Amphibia and Reptilia 1975

Ref Folio SB 761 J6
Johnson, Warren T., and Howard H. Lyon. Insects That Feed on Trees and Shrubs: an Illustrated Guide. 1976
Describes some 700 species found in the United States and Canada. Color plates show insects and damage done to particular plants. Written in non-technical language.

SK 353 M35 *Stacks*
Teague, Richard D., ed. A Manual of Wildlife Conservation. 1971
Covers a broad range of wildlife-oriented subjects. First section contains basic subject matter, e.g., policy and administration, wildlife law, wildlife and private land. Second section describes techniques for planning and evaluating courses and workshops.

STYLE MANUALS

Ref 7 250.6 B5 C6 *Reference Desk*
Council of Biology Editors. Committee on Form and Style.
CBE Style Manual. 1972
Primarily for authors and editors but several sections are of value to students. Includes chapters on word usage, bibliographic entries, abbreviations.

Ref Z 253 C7 *Reference Desk*
Manual of Style. University of Chicago, 1969.
A helpful general guide. Good index. Clear format.

Ref LB 2369 T82 *Reference Desk*
Turabian, Kate. Student's Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion Volume: A Manual for Writers of Term Papers, Theses and Dissertations. (Ref LB 2369 T8 Desk)

GOVERNMENT PUBLICATIONS, U.S.

U.S. government publications, particularly those of the Fish and Wildlife Service (Department of the Interior) and the Forest Service (Department of Agriculture) are a major source of information in the area of forest resources. Fogler Library is a regional depository for the northern New England states and, as such, receives most of the publications of these services on a regular basis. Examples of material which may be found in the Document Depository are listed below.

13.A AI.38:
Little, Elbert L. Jr. Atlas of United States Trees.
v.1 Conifers and Important Hardwoods 1971
v.2 Alaska Trees and Common Shrubs (with Leslie A. Vierick) 1975
v.3 Minor Western Hardwoods 1976
v.4 Minor Eastern Hardwoods 1977
v.5 Florida 1978
Shows the natural distribution or range of the native tree species of the United States. Large maps, indexes of common and scientific names.

I 49.18:
U.S. Dept. of the Interior. Fish and Wildlife Service. Barrier Islands of the Atlantic and Gulf Coasts of the United States: an Annotated Bibliography. 1978
Provides descriptive information and background material for a strategy to protect the ecosystem. Islands listed under states. Author and subject index.

GOVERNMENT PUBLICATIONS, U.S. (Cont.)

A13.36/2:
Simmons, Fred C. Handbook for Eastern Timber Harvesting. 1979
Provides directions and illustrations of machinery used in harvesting of timber from chain saws to logging trucks. Appendices include directory of manufacturers, glossary of terms used in logging.

I 49.2:
U.S. Dept. of the Interior. Fish and Wildlife Service. Impacts of Coal-Fired Power Plants on Fish, Wildlife and their Habitats. 1978
Contains an assessment of expected impacts on fish and wildlife from the point at which coal is delivered to the site through to the disposal of industrial wastes.

A13.36/2:
U.S.D.A. Forest Service. National Forest Log Scaling Handbook. 1977
Provides standard instructions for determining the volume of logs or other products cut from National Forest timber in cases where volume is determined after timber is felled.

A13.36/2:
U.S.D.A. Forest Service. Organizational Directory. Annual.
Gives names and telephone numbers of Forest Service personnel in Washington offices, National Forest Regions, Forest and Range Experiment Stations.

A13.36/2:
U.S.D.A. Forest Service. Photointerpretation Guide for Forest Resource Inventories. 1978
A manual for small-scale photography. Gives fundamentals necessary in using serial photography and specific examples of its applications.

Reference material and research reports are received from Forest and Range Experiment Stations whose headquarters are at the following locations:

Intermountain - Ogen, UT
North Central - St. Paul, MN
Northeastern - Broomall, PA
Pacific Northwest - Portland, OR
Pacific Southwest - Berkeley, CA
Rocky Mountain - Ft. Collins, CO
Southeastern - Asheville, NC
Southern - New Orleans, LA
Forest Products Lab.- Madison. WI
Inst. of Tropical Forestry - Rio Piedras, PR

GOVERNMENT PUBLICATIONS, U.S. (Cont.)

Reports from divisions of the Northeastern Station are of particular interest to users in this area. The following materials are in the Document Depository:

A13.42/6-2
U.S.D.A. Forest Service. Northeastern Forest Experiment Station. Ferguson, Roland H. and Neal P. Kingsley. The Timber Resources of Maine. 1972
One of a series of continuing forest surveys of all states conducted to provide current information about resources of the nation.

A13.88 NE-23
U.S.D.A. Forest Service. Northeastern Forest Experiment Station. First International Symposium on Acid Precipitation and the Forest System. 1976
Assesses what is known about acidity in precipitation and focuses attention on its ecological effects.

f A13.42/2:
U.S.D.A. Forest Service. Northeastern Forest Experiment Station.
Lull, Howard W. A Forest Atlas of the Northeast. 1968
Provides information about forest regions, their extent and their "associated environment of soils, climate, people."

GOVERNMENT PUBLICATIONS, CANADIAN

Fogler Library is a *selective* depository for Canadian government publications and receives publications from the Canadian Forestry Service and the Canadian Wildlife Service. Research reports are received from the following Forest Research Centres:

Eastern Forest Products Laboratory
Forest Management Institute
Great Lakes Forest Research Centre
Laurentides Research Centre
Maritimes Forest Research Centre
Newfoundland Forest Research Cenrtre
Northern Forest Research Centre
Pacific Forest Research Centre
Petawawa Experiment Station
Western Forest Products Laboratory

Locations for regional establishments (above) and for the Canadian Wildlife Service may be found in the National Wildlife Federation Conservation Directory (Ref SK 361).

STATE AGRICULTURAL EXPERIMENT STATION PUBLICATIONS

State agricultural experiment station bulletins and reports are held in the Depository. Examples of publications from the Maine Agricultural Experiment Station are listed below.

Ashley, Marshall and James Rea. Remote Sensing Research at the University of Maine School of Forest Resources. Miscellaneous Report 147. Maine Life Sciences and Agriculture Experiment Station. 1973

STATE AGRICULTURAL EXPERIMENT STATION PUBLICATIONS (Cont.)

Maine Life Sciences and Agriculture Experiment Station. Miscellaneous Report 213. School of Forest Resources. Spruce Budworm Bibliography. 1979 Contains 1500 references to literature on budworms from U.S. and Canadian sources.

Volume Tables for Maine/compiled by Harold E. Young. Miscellaneous reports, 624, 627. Maine Life Sciences and Agriculture Experiment Station 1955-[1957] 2 vols.

The major index for U.S. government publications is the Monthly Catalog of U.S. Government Publications, for Canadian publications, the Canadian Government Publications Catalog. The Bibliography of Agriculture indexes both U.S.D.A. publications and state A.E.S. papers. This material is also indexed selectively in Forestry Abstracts and Review of Plant Pathology. For descriptions of these indexes and abstracts see pages 3 and 4.

You may want to know ...

That the Library has over 100 journals in forest resources. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Jean Campana
Fogler Library Reference Department
October 1979

UMO

GUIDE TO SOURCES: SOCIAL WELFARE

SCOPE

This guide is designed to introduce the student of SOCIAL WELFARE to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in the Library.

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to the study of Social Welfare. A few examples are listed below.

CRUELTY TO CHILDREN	SOCIAL SERVICE, RURAL
MINORITIES	SOCIAL WORK WITH YOUTH
PUBLIC WELFARE	SOCIAL WORKERS
SOCIAL POLICY	WOMEN - LEGAL STATUS, LAWS, ETC.

SUBJECT HEADINGS

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol - Indicates the book is in Reference
HV	Class - Social and Public Welfare
89	Subclass - Directories
455	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

361.6	Class - Public Welfare Work
F33	Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

CALL NUMBERS AND CLASSIFICATION

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SOCIAL WELFARE

HM		Sociology (General and Theoretical)
HN		Social history. Social problems. Social reform.
HQ		Social groups.
HS		Societies: Secret, Benevolent, etc. Clubs.
HT		Communities. Classes. Races.
HV		Social pathology. Social and Public Welfare. Criminology.
	40-696	Charities.
	697-4959	Protection, assistance, and relief Arranged by special classes of persons, as determined by age, defects, occupation, race, economic status, etc.
	5001-5720	Alcoholism. Intemperance. Temperance reform.
	4725-5770	Tobacco habit.
	5800-5840	Drug habits. Drug abuse.
	6001-9920	Criminology.
HX		Socialism. Communism. Anarchism.

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

ABSTRACTS AND INDEXES

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An abstract supplies all the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the social worker.

Index HQ 750 A1 C47
Child Development Abstracts and Bibliography. 1927+
Publishes abstracts relating to the growth and development of children. Author, subject indexes.

Index HB 5 C8 *(Index Table)*
Current Index to Journals in Education. 1969+
The primary emphasis is on education journals but it is useful for topics related to social service.

ABSTRACTS AND INDEXES (Cont.)

Index HD 4802 H85
Human Resources Abstracts 1966+
Interdisciplinary index to journals, books, documents, reports dealing with the problems of manpower, poverty, and human resources. Subject index.

Index R 5 I52
Index Medicus. 1960+
Monthly index to journals in the medical and health sciences. Representative public health journals are included. Fogler Library holds few of the medical journals cited.

Index K 9 N4
Index to Legal Periodicals 1970+
Subject Index to articles appearing in the leading Law journals. Fogler holds few of the titles cited.

Index J 83 I55
Index to U.S. Government Periodicals 1974+
Quarterly subject index to journals issued by more than 100 agencies. Most of the journals listed are shelved in the Document Depository on Level 1B.

Index HB 848 P6
Population Index. 1945+
Standard demographic source, brief articles, profiles, annotated bibliographies. Arranged by subject areas with author and country indexes.

Index BF 1 P65
Psychological Abstracts. 1929+
The basic index to literature in the field. Lists books, periodicals, official documents and dissertations. Cumulative subject and author indexes shelved nearby. Can be searched by computer 1967+.
See note on last page of this guide.

Index AI 3 P8
Public Affairs Information Service Bulletin (PAIS). 1915+
In addition to selective indexing of over 800 journals, PAIS also includes documents, reports, and pamphlets in the social sciences. Can be searched by computer 1976+. See note on last page of this guide.

Index Z 5813 R4 *(Index Table)*
Resources in Education (RIE). 1966+
May be used in conjunction with Current Journals in Education. Abstracts reports, government funded studies, convention proceedings and papers. Does *not* abstract journals. Most of the material in RIE is available on microfiche in the Microfilm room.

Index AI 3 S62 *(Index Table)*
Social Sciences Index. 1974+ Formerly Social Sciences and Humanities Index. 1907-1974 *(Index AI 3 S61)*
Quarterly. Interdisciplinary author and subject index to journals in the social sciences. Book reviews listed at the end of each issue.

ABSTRACTS AND INDEXES (Cont.)

Index HV 1 A2
Social Work Research and Abstracts. 1970+
Quarterly publication containing articles in addition to abstracting around 200 journals. Abstracts arranged in broad areas. Subject index.

Index HM 1 S67
Sociological Abstracts. 1953+
The format of these abstracts may be confusing because of supplements but the abstracts are excellent. Subject index can be searched by computer 1963+. See note on last page of this guide.

Index HQ 1101 W6
Women Studies Abstracts. 1972+
Quarterly index to books and journals dealing with women's literature. Subject index.

Index HD 1401 W6
World Agricultural Economics and Rural Sociology Abstracts. 1965+
Comprehensive index to about 800 serials dealing with agricultural economics and rural sociology. Annual subject index.

The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts; or pick up one of the booklets in The Current Periodicals Room listing journals the Library owns by subject. There is one for Sociology.

BIBLIOGRAPHIES AND GUIDES

There are numerous bibliographies which function as guides to the literature. Critical or annotated guides are frequently useful in choosing and evaluating material on a particular topic. The broad scope of social welfare prohibits any single bibliography from providing total coverage. A *few* of the more useful bibliograhic guides are identified below. These titles are found in the Reference Room. For assistance in locating additional sources ask a reference librarian.

Ref HM 68 B37 1976
Bart, Pauline. The Student Sociologist's Handbook. 1976.
Includes an overview of sociology, library resources, section of writing papers, etc.

Ref Z 7161 W49
White, Carl. Sources of Information in the Social Sciences. 1973.
Includes a signed bibliographic essay on sociology. Author, title, subject indexes.

BIBLIOGRAPHIES AND GUIDES (Cont.)

Specialized:
The following is a highly selective list of bibliographies to illustrate the types of information available to you in the Library. To locate specific bibliographies check the card catalog under headings such as, "Marriage-Bibliography", "Family-Bibliography", "Social Welfare Administration-Bibliography", "Women-Bibliography", or use LC Subject Headings (p.1) if you get stuck selecting the correct heading.

Ref Z 7164 M2 I5
Aldous, Joan. International Bibliography of Research in Marriage and The Family. 1900+.

Ref Z 7964 U49 H3
Haber, Barbara. Women in America, a Guide to Books, 1963-1975.

Ref Z 7164 C5 K34
Kalisch, Beatrice. Child Abuse and Neglect: An Annotated Bibliography.

Ref Z 7164 C4 L49
Li, Hong, Chan. Social Work Education: A Bibliography.

Ref Z 7164 O4 M33
McIlvaine, B. Aging: A Guide to Reference Sources, Journals, and Government Publications.

Ref Z 7164 C4 P37
Patti, Rino. Management Practice in Social Welfare: An Annotated Bibliography.

Ref Z 7164 A23 V35
Van Why, E.W. Adoption Bibliography and Multiethnic Sourcebook.

DICTIONARIES

Ref H 41 G6
Gould, Julius. Dictionary of the Social Sciences. 1964.
Signed articles with citations. Cross-referenced.

Ref HM 17 T5
Theodorson, George A. A Modern Dictionary of Sociology. 1969.
Concise definitions. A good source for the beginning sociologist.

Ref HM 17 H63
Hoult, Thomas Ford. Dictionary of Modern Sociology. 1969.
Good source for current usage. Cross references.

Ref RC 437 A5
American Psychiatric Association. A Psychiatric Glossary; the Meaning of Words Most Frequently Used in Psychiatry. 4th ed., 1975.
Many definitions have been grouped into Tables. Legal terms, schools of psychiatry and sleep disorders are examples of terms arranged in this fashion.

DICTIONARIES (Cont.)

Ref BF 31 W64
Wolman, Benjamin B. Dictionary of Behavioral Science. 1974.
Covers all areas of psychology and closely related fields. Definitions are clear and short.

DIRECTORIES

Ref HV 89 N27
National Directory of Private Social Agencies.
Lists 10,000 agencies, homes, etc. that give direct help to individuals. Updated monthly.

Ref HV 89 A55
Public Welfare Directory
Major guide to programs and personnel for Federal, State, and Local human service agencies.

Ref HM 9 A725
American Sociological Association. Directory of Members.
Arranged alphabetically by surname. Apprendices include geographical listings and areas of competence.

Ref JK 421 A3 *Reference Desk*
United States Government Manual. Annual.
Official handbook of the federal government. Indicates addresses, purposes, organization, programs, and personnel of most government agencies.

Ref JK 1011 U5 *Reference Desk*
Official Congressional Directory.
Valuable organizational data on Congress and the federal government. Biographical sketches and addresses of members of Congress, executive agencies, and the judiciary.

Ref F 192.3 W33
Congressional Quarterly's Washington Information Directory. Annual.
Convenient subject directory for Congress, agencies of the executive branch, and nongovernmental agencies in Washington. Useful for names, addresses, and telephone numbers.

Ref JK 2835 B87 *Reference Desk*
Maine State Government: Annual Report. Annual.
Subtitle: "A compilation of annual reports of state departments and agencies." Each department, agency, and etc. is identified together with an explanation of its purpose, organization, background, program, address, publications, and chief personnel.

Ref HS 17 G334 *Reference Desk*
Encyclopdia of Associations.
Basic directory for nonprofit American organizations. Encompases special interest groups, labor unions, ethnic organizations, etc. Names, addresses telephone numbers, and publications.

DIRECTORIES (Cont.)

Ref E 184 A1 M64
Minority Organizations: A National Directory.
Listing and description of programs available to the Native American, Black, Hispanic, and Asian American.

ENCYCLOPEDIAS

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17v.
The articles and bibliographies emphasize analytical and comparative aspects of topics covered. Its predecessor, Encyclopedia of the Social Sciences (Ref H 40 E5) is still useful for historical material.

Ref HV 35 S6
Encyclopedia of Social Work
Topical essays, state-of-the-art reviews, biography, statistics, etc. Many entries include bibliographical references.

Ref JK 424 E55
Encyclopedia of Government Benefits. 1978.
Compendium of government services available to citizens. Arranged alphabetically by benefit. Cross-references.

HQ 1061 R5
Riley, Matilda. Aging and Society: An Inventory of Research Findings 1968-1972. 3 vols.

Ref HQ 1061 H336
Handbook of Aging and the Social Sciences. 1976.
Contains essays on broad aspects of aging. Each article includes an extensive list of references.

GOVERNMENT AND LEGAL PUBLICATIONS

Publications issued by Federal, State, and local agencies contain a wealth of authoritative and official information. The Fogler library holds publications from the U.S., Canadian, and State of Maine governments, and *as a student of social welfare you should familiarize yourself with the location, policies, catalog, indexes and other finding aids of the collections.*

U.S. GOVERNMENT PUBLICATIONS

Fogler Library is a regional depository for U.S. government publications and a partial depository for Canadian government publications. These collections are located on Level 1B. Documents Librarians are available to assist you in using these materials. The following indexes should prove particularly helpful when consulting federal documents.

Document Depository
Monthly Catalog of United States Government Publications. 1895+
The basic bibliography and finding aid. Subject, author, title, series, and report indexes. Familiarity with the Monthly Catalog and the Cumulative Subject Index to the Monthly Catalog ... 1900-1971 will make the location of documents an easier task.

US GOVERNMENT PUBLICATIONS (Cont.)

Document Depository
American Statistics Index (ASI). 1970+
An index to virtually all unclassified statistical publications of the federal government. Includes abstracts.

Document Depository
CIS Index; Congressional Information Service/Index to Publications of the United States Congress. 1974+
An excellent indexing and abstracting service for the working papers of Congress, i.e. hearings, committee prints, House and Senate documents, etc. Detailed indexes.

FEDERAL

Legal Publications with which you should become familiar include:

STATUTORY LAW

Ref KF 154 C6 1936
Corpus Juris Secundum
A general Legal encyclopedia, arranged alphabetically by topic, which provides citations to cases and legal decisions. A useful starting point in a legal search. Cited as C.J.S.

Ref KF 62 1927 W45
United States Code Annotated.
Subject arrangement at the statutory laws of the U.S. Annotations interpret the statutes, usually including points from judical decisions. A commercial publication but more useful than the official US Code. Cited as U.S.C.A.

Document Depository
United States Code (Item 911; Y 1.2/5:)
Official Codification of Statutes at Large. Similar to USCA, but without annotations. Cited as U.S.C.

Document Depository
Statutes at Large (Item 576; GS 4.111)
Chronological arrangement of "slip laws" (Item 575 GS 4.110) which are the first official publications of a Law after its receipt from Congress.

ADMINISTRATIVE LAW

Document Depository
The Federal Register (Item 573 GS 4.107:)
An important source of current rules, regulations, standards, etc. Published daily except Sunday and Monday. Monthly, quarterly, annual indexes. Cited as F.R.

Document Depository
Code of Federal Regulations. (Item 572 GS 4.108:)
Codification of the daily issues of the Federal Register. Cited as C.F.R.

JUDICIAL LAW

Document Depository
United States Reports (Item 741; Ju 6.8)
Bound volumes contain cases reported, statutes cited, subject or topical index. Official publication. Cited as U.S.

Ref KF 101.6 C6
Supreme Court Reporter
Commercial publication which provides full text of decisions plus West's key number references. Cited as S.Ct.

These are just a few of the legal reference tools available. Please ask a reference librarian for assistance or advice if needed.

MAINE STATE

Publications of agencies of the Maine state government are located in the Special Collections Department on Level 3. Special Collections maintains its own card catalog which includes references to state documents. There are no references to state publications in the catalogs in the Circulation/Reserve lobby.

Maine legal publications with which you should become familiar include:
STATUTORY LAW

Ref KFM 30 A24 1964 or St.Docs. L 38.23/1:
Maine Revised Statutes Annotated.
Consolidation of the general and permanent laws of Maine. Subject index. Cited as M.R.S.A.

Legislative Documents (St.Docs. L 40.14:)
Bills in their printed form as submited by Legislators.

JUDICIAL LAW

Atlantic Reporter - Maine edition (St.Docs. J90.28/2)
Regional reporter that contains Maine Supreme court decisions. Cited at A.2d.

STATISTICAL SOURCES

Current facts and figures often can be found in one of the following statistical publications. Statistical publications of the Census Bureau, Social Security Administration or other social agencies can best be located by using the Monthly Catalog. (See entry p.7). If you cannot locate the information you need please ask a librarian for assistance.

Index HA 202; *Document Depository*
American Statistics Index
Comprehensive index to statistics published by government agencies. Descriptive abstracts included. Invaluable source.

STATISTICAL SOURCES (Cont.)

Ref HA 202 A3 *Reference Desk*
Statistical Abstract of the United States. Annual.
Summary statistical data on the political, social, and economic organization of the United States. Includes references to other statistical publications or sources.

Ref HA 202 A36 *Reference Desk*
County and City Data Book.
Assorted data for counties, standard metropolitan statistical areas, cities, urbanized areas, and unincorporated areas.

Ref HA 12.5 U63
United Nations Statistical Yearbook. Annual.
Summaries of international statistics. References to sources are given.

Ref HA 17 D45
United Nations Demographic Yearbook. Annual.
Covers vital statistics and characteristics of population on an international basis.

Ref Z 7551 S84 1977
Wasserman, Paul. Statistics Sources. 1977.
Although primarily commercial, one occasionally may find relevant social statistical sources.

STYLE MANUALS

Ref LB 2369 T82 *Reference Desk*
Turabian, Kate. Student's Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion volume: A Manual for Writers of Term Papers, Thesis and Dissertations. (Ref LB 2369 T8 Desk)

Ref LB 2369 C3 1974 *Reference Desk*
Campbell, William G. and Stephen V. Ballou. Form and Style; Theses, Reports, Term Papers. 4th ed., 1974.
A standard guide.

Ref Z 253 C7
University of Chicago. A Manual of Style. 1969
A general guide. Clear format, easy to use.

You may want to know ...

That the Library has over 100 journals in Social Welfare. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Clara K. Flower
Reference Department - Fogler Library
August 1979

UMO

INFORMATION ON WOMEN

This information sheet has been compiled to assist the user in finding materials on Women. Many areas in the Library are involved. Check the direction charts on the wall by the card catalog for the location of a specific area. New materials are received frequently. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

BOOKS AND THE CARD CATALOG

The card catalog, located on the first floor opposite the Circulation/Reserve Desk, is a general index to the Library's book collection. In it books are listed alphabetically by *author, title,* and *subject.*

Subject Headings

Library of Congress Subject Headings is a guide to the headings used in the card catalog. A reference librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies are located at the card catalog and in the Reference Room.

Some subject headings for women are:

WOMEN - EMPLOYMENT	WOMEN ENGINEERS
WOMEN - HISTORY	WOMEN SCIENTISTS
WOMEN - PSYCHOLOGY	WOMEN TEACHERS
WOMEN - SUFFRAGE	WOMEN IN LITERATURE

In addition to WOMEN, information about women can be found under other headings such as the following:

ATHLETES, WOMEN	FEMINISM
EDUCATION OF WOMEN	INDIANS OF NORTH AMERICA - WOMEN
EQUAL PAY FOR EQUAL WORK	SEX ROLE

Call Numbers

Most of the books in Fogler Library are classified in the Library of Congress system based upon letter and number combinations. A few, however, are classified under the Dewey Decimal System used prior to 1967. The later books, though older, may still be useful. An example of each Classification is shown below.

Library of Congress		Dewey Decimal	
GN	Class	396	Class
294	Subclass	H559	Derived from author's name
M37	Derived from author's name		

BOOKS AND THE CARD CATALOG Cont.

There are also call numbers with special designations and symbols.

Taylor	Juv	M	Slide	△	Teen	CC
DK	798	289.6	639	KFM	971.3	359.0942
265	W671	F833Jo	M616m	2445	W671e	R148c
W455			PT2	1804		
1969						

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area. Copying the entire call number as it appears on the catalog card will facilitate locating the material in the Library. Large yellow charts near the card catalog give the location of books bearing these numbers and designations.

Additional information on the use of the card catalog can be found in our pamphlet entitled, "The Card Catalog". Do not hesitate to consult a Reference Librarian for further assistance.

BIBLIOGRAPHIES AND REFERENCE WORKS

Alexander. Shana Alexander's State-by-State Guide to Women's Legal Rights. Ref KF 478 Z95 A4.

The American Woman's Gazetteer. Ref HQ 1410 S48.

Astin, Helen S. Women; a Bibliography on their Education and Careers. Ref Z 7963 E7 A86.

Biographical Dictionaries Master Index. 3 vols. Ref Z 5305 U5 B56.

Boulding et al. Handbook of International Data On Women. Ref HQ 1115 H36.

Davis. Bibliography on Women; with special emphasis on their roles in science and society. Ref Z 7405 P7 D36.

Directory of Women In American Studies. Ref E 169.3 A48.

The Equal Rights Amendment: A bibliography study. Ref KF 4758 A1 E6.

Farmer & Backer. New Career Options: A Woman's Guide. Ref HD 6058 F37.

Farmer & Backer. New Career Options For Women: A Counselor's Sourcebook. Ref HD 6058 F 372.

Goodwater. Women In Antiquity: An annotated bibliography. Ref Z 7961 G66.

Grimstad, Kirsten and Susan Rennie. New Woman's Survival Catalog. Ref Folio HQ 1426 N48,

Haber. Women In America: A Guide to Books. 1963-1975. Ref Z 7964 U49 H3.

BIBLIOGRAPHIES AND REFERENCE WORKS Cont.

Harrison, Cynthia. Women's Movement Media: a Source Guide. Ref Z 7964 U49 H37.

Hixon. Women In Music. Ref ML 105 H6.

Hughes, Marija Matich. The Sexual Barrier; Legal and Economic Aspects of Employment, 1970. Ref KF 3555 A1 H83.

Ireland, Norma. Index to Women of the World from Ancient to Modern Times: Bibliographies and Portraits. Ref Z 7963 B6 173.

Jacobs, Sue Ellen. Women in Perspective; a Guide for Cross-Cultural Studies. Univ. of Ill. 1974. Ref Z 7961 J33.

Krichmar. The Women's Movement In The Seventies: An International English-language bibliography. Ref Z 7961 K57.

Macksey & Macksey. The Book of Women's Achievements. Ref HQ 1123 M3.

Mitchell. I Can Be Anything: Careers and Colleges For Young Women. Ref HF 5382.5 U5 M57.

Myers. Women In Literature: Criticism of the Seventies. Ref Z 6514 C5 W64.

Notable American Women, 1607-1950; a Biographical Dictionary. Vols. 1-3. Ref CT 3260 N57.

Phelps, Farmer & Backer. New Career Options For Women: A Selected Annotated Bibliography. Ref HD 6058 P5.

Radcliffe College. Arthur and Elizabeth Schlesinger Library on the History of Women in America: The Manuscript Inventories and the Catalogs of Manuscripts. 3 vols. Ref Folio Z 7965 A78.

Rutger's University. Women In Public Office. Ref HQ 1391 U5 R88.

Schlachter. Minorities and Women: A Guide to Reference Literature in the Social Sciences. Ref Z 7964 U49 S34.

Soltow. American Women and the Labor Movement, 1825-1974: An Annotated Bibliography. Ref Z 7963 E7 S635.

Who's Who of American Women. Ref CT 3260 W5.

Willard. A Woman of the Century .... Ref E 176 W691.

Woman's Almanac. Ref HQ 1115 I37.

Women and Literature: An Annotated Bibliography of Women Writers. Ref Z 7963 A8 W6.

BIBLIOGRAPHIES AND REFERENCE WORKS Cont.

Women In Medicine: a Bibliography of the Literature on Women Physicians. Ref Z 7963 M43 W65.

Women in Transition: a Feminist Handbook on Separation and Divorce. Ref HQ 834 W68.

Women's Organizations and Leaders Directory. Ref HQ 1883 W64.

Women's Rights Almanac. Ref HQ 1406 W652.

Women's Work and Women's Studies, 1971+. Ref Z 7961 W64.

BOOK REVIEW INDEXES

Newly published books are often reviewed in journals and newspapers. Reviews summarize the contents of the book and may offer comments and criticisms. Citations for these reviews are found in Book Review Indexes. Knowing the author of the book and the year of publication facilitates the search for a review. The following Indexes are among Fogler Librarys holdings. You may wish to check these for books about Women.

Book Review Digest. Index Z 1219 C96.

Book Review Index. Index Z 1035 A1 B6.

An Index to Book Reviews in the Humanities. Index Z 1035 A1 163.

New York Times Book Review Index, Oct. 10, 1896-1970. 5 vols. Index Z 1035 N658.

ABSTRACTS AND INDEXES

Abstracts and Indexes are the keys to Journal articles. An index is usually arranged by subject and provides a citation to the article. This includes the title of the article, the author's name, name of the journal, volume number, pages and date. An abstract provides the same information as an index, plus a short summary of the article. The subject headings used in these indexes and abstracts are similar to those used in the card catalog.

Most abstracts and indexes are in the Index Room which is adjacent to the Reference Room, or on tables in the Reference Room. A few may be found in the Documents Depository.

The following abstracts and indexes may be useful in locating material on WOMEN:

Biography Index	Index CT 100 B5
British Humanities Index	Index A1 3 B7
Current Index to Journals in Education (CIJE)	Index LB 5 C8
Dissertation Abstracts International	Ref AS 30 M5
Education Index	Index L11 E8
Essay and General Literature Index	Index A1 3 E752

ABSTRACTS AND INDEXES Cont.		
	Humanities Index	Index A1 3 H85
	New York Times Index	Index A1 21 N44
	Psychological Abstracts	Index BF 1 P65
	Public Affairs Information Service	Index A1 3 P8
	Reader's Guide to Periodical Literature	Index A1 3 R48
	Social Sciences Index	Index A1 3 S62
	Sociological Abstracts	Index HM 1 S67
	Women Studies Abstracts	Index HQ 1101 W6

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and through-out the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

MISCELLANEOUS

The Learning Materials Center

LMC, located on Level 3, houses an educational resources collection composed of a Juvenile Collection, Teen Collection, Textbooks, Curriculum Guides, Vertical Files, and an Audio-visual Collection. Many of these items are not listed in the main catalog. LMC has its own catalog. Curriculum guides and Vertical File materials have subject listings. A few examples of material on Women held in LMC are:

Subject headings on Women - held in LMC

Education of women	Women in politics
Sex differences in education	Women musicians
Women. Books	Women - Public opinion
Women. Employment	Women's liberation movement

Multi-Media Room

Filmstrips: Women: An American History
Women's Search for Equality

Audiotape Cassetts: Women's Rights

Juvenile Collection

Biographies: Louisa May Alcott
Elizabeth Blackwell
Harriet Tubman

Teen Collection

Biographies: Mahalia Jackson
Gertrude Stein
Ilse Koehn

Government Documents

The Government Documents Department, located on Level 1B, is a valuable source of information. The tool which provides access to the collection is called the Monthly Catalog of U.S. Government Publications. Materials on women have been published by the Women's Bureau of the U.S. Department of Labor, the U.S. Civil Service Commission, and as a part of the reports of Congressional hearings. A Government Documents Librarian will be happy to assist you.

MISCELLANEOUS Cont.

Special Collections

The Special Collections Department is one of the primary sources for the study of Maine's past, present, and future. Manuscript items, rare books, Maine authors, University of Maine theses and material on women at the University of Maine are examples of holdings in Special Collections. The Department has its own card catalog. Catagories pertaining to Women will be found in the same manner as the general card catalog on Level 1. A Librarian will be glad to help you find additional material.

The following Periodical Indexes are also available in the Special Collections Room:

Down East	Maine Alumnus	Maine Times
Maine Campus	Maine Teacher	

Information File

This file is located in a series of metal filing cabinets along the north wall of the Reference Room. It includes the latest information on a particular subject from the most authoritative sources possible.

ANOTHER SOURCE

A Reference Librarian will help you with material described in this booklet and with any other questions you may have about the library.